

Minutes of Committee Meeting for Isleworth Baroque:

Monday 28th April 2008 at 6.30 p.m. at 26 Morley Road, Twickenham

Present: Helena Brown, Caroline Slater, Bernard Stevenson, Janet Oates, Chris Hobson, Alison Sands.

Note – all items for the newsletter have been **highlighted** below

No	Item	Comment	Action
1	Apologies		
	Tom Beaton and Philip Johnson both sent apologies		
2	Matters arising from previous meeting		
	Programme reprints – Caroline had been actioned to put an electronic version of the programme for La Calisto on the website. Completed		
	Surveys collected at the performances of La Calisto to be reviewed. Action carried forward		Tom
	Newsletter – notice to be given to the Committee before the publication of each newsletter so that they can contribute items if required. Completed – to be ongoing		
	Twickenham Festival – Caroline has contacted Tom from The Fox pub and it looks as though we can use the Function Room on 21 st June. This needs to be confirmed as it was a rather vague conversation. Done – also Richmond council have confirmed that it will be put in the programme for the festival		
	West Middlesex Hospital - This has been arranged for 5 th April. Completed		
	Mayor's concert (26th April) – Helena is coordinating this. Cancelled		
	Charitable Status All to read Ali's documents and ensure they are happy to progress with this. Completed		
	Corporation Tax - We have a liability for corporation tax based on the profit we made last year. Alison volunteered to follow this up Completed		
	Alison kindly volunteered to continue 'looking after' the issue of charitable status so will continue to be involved in Committee meetings. Completed		
	NODA Alison said that our membership was due for renewal and that NODA required paying by the end of March. She handed this over to Caroline to do. Caroline sent a cheque but noticed that it hasn't been cashed and has had no acknowledgement – to be chased up		Caroline

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3	Treasurers Report and Financial Matters (Bank balance is currently £2032.00)		
	Indian Queen Study Day - Chris distributed copies of the Financial Report from the Indian Queen Study Day. We made £167 profit on the day. There were 30 attendees and 4 observers. We now have several scores as assets for the group. It would be worth finding out if people were put off by the price increase – possibly distribute a questionnaire about it at future events. Chris suggested that we might consider going back to ‘bring your own’ lunches in future.		
	Richmond Arts - Chris said that the Richmond Arts Council fee of £20 was payable – agreed to renew this membership.		Chris
	Corporation Tax - We have received a demand for corporation tax of around £200 – Chris will discuss this with Robert to investigate options on when and whether we need to pay this and report back to the committee.		Chris
4	Fundraising and Sponsorship		
	Membership fees - It would be useful to ensure that all members have paid their membership fees. Action Chris to provide Tom with a list of members who have paid and Action Tom to compare with previous years list of members and send out reminders to those who have not paid this year. We should consider dropping members who have not paid from our mailing list. Action Chris to provide the committee with a list of members.		Chris Tom
	Paid Fundraiser - Janet has explored the possibility of getting the services of a paid fundraiser. There is very little chance of this as our targets are too modest to make it worth their while.		
	Clavichord - Kate Cleeland has given Janet a Clavichord and would be happy for it to be sold with the proceeds going to the group. Janet will look into getting it serviced and arrange for its sale.		Janet
	Rotary Club - Janet was preparing to put on a recital at Kew Steam Museum and had been given an indication that the Rotary Club might help out on the finances of this. Janet to forward the contact and details to Caroline to follow up and see if they might be able to provide similar support for IB		Janet Caroline
	Fundraising ideas - Ali circulated a short paper summarising possible options for fundraising that she had received from Janet Marshall – it was decided to follow up on a few of her suggestions – see following items. Ali to send electronic copy to Caroline to circulate to committee		Ali

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	Friends scheme	– It would be useful to have a Friends scheme set up before the Twickenham Festival where we can circulate leaflets. To be discussed at the next meeting. Caroline (possibly with Tom?) to look into it with options for how we could implement it and costs etc.	Caroline and Tom?
	Quiz	– Idea is that people pay to enter a quiz with a modest prize – possibly CD of Indian Queen or similar. Janet volunteered to set questions – to be included in Newsletter (Tom). People will need to send their answers by post with cheque (suggest £3 entrance) to Janet. Members only qualify	Janet Tom (news-letter)
	Recitals	- Bernard suggested we might perform recitals to raise funds – to be discussed at the next meeting.	
5	Charitable Status		
	This was briefly discussed and the unanimous decision was to go ahead with charitable status. This will need an EGM to be called to ask members if they want to change the constitution. Also, trustees will need to be elected – this means that all committee posts will be up for re-election.		
	Janet had drafted a child protection policy and circulated it to the group – all to review and give her comments. Janet to send electronic copy to Caroline to put on website with minutes of meeting. Janet to ask June if she wants to continue in role of child protection officer for IB – if not Janet volunteered to do this.		All Janet
	Planned date/time for EGM is 8th July at 7:30pm . Helena to book Quakers for the evening. We can discuss further at next committee meeting and will have time to give the 21 days notice required for EGM.		Helena
6	Marketing and Publicity		
	Nothing to report except to thank the committee for help in publicity for Indian Queen study day		
7	IB Events		
	Twickenham Festival (21 st June) – Have agreed to do the same as last year – we have the function room of The Fox all afternoon to do 3 shows – 2pm, 3pm and 4pm. Janet volunteered to organise the programme – need to ask for contributions in the Newsletter (Tom)		Janet Tom
	Decided that only one (long) rehearsal should be needed on the Wednesday before the festival at the Quakers – Action Helena to book Quakers for Weds 18th June .		Helena

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	Volunteers to leaflet – Need to ask for volunteers to go round distributing leaflets on the day of the concerts – this will be very important to get people through the door. Tom to put request in Newsletter		Tom
	Autumn informal production – We need to confirm venues – preferably 3 different venues at opposite ends of Hounslow/Richmond areas, eg Ealing, Twickenham and Kew? We also need to start organising rehearsals. Action Helena to discuss with Philip to ask if he can investigate possible venues – possibly by canvassing the committee first. Also, we can ask for suggestions in the Newsletter . We will aim for Weds, Thurs and Fri of week ending 17th October .		Helena Philip Tom -
	Janet volunteered to arrange a narration to tell the story instead of dialogue		Janet
8	AOB		
	Helena reported that Gerald Place had recently organised a Shakespeare Day at the Quakers which was oversubscribed. He suggested he could do something similar to benefit IB. Helena has suggested that he could do 'Purcell and contemporaries' instead of repeating Shakespeare. If Gerald organises the day, we can help promote it and some of the profits can come back to IB after fees have been paid. Suggest no lunch. Suggested date July 26th – to be discussed at next meeting		
	Helena reported that Catherine Bott has volunteered to lead a 'master class' for around 4 people for the Indian Queen. Helena would prefer that it is more inclusive. To be discussed further at next meeting.		
	Janet intends to get some business cards printed with IB logo, website etc that we can distribute to people who might be interested in knowing more about us		Janet

Date of next meeting:

3rd June 2008, 8:30pm at Quakers – after Tuesday class.